



REQUEST FOR ASSISTANCE (RFA) INTAKE INTERVIEW LOG

Date: 6/26/12	Interviewer: Laura Eckert	RFA #12 – 12
Person(s) Requesting Assistance: [REDACTED]		
Contact Numbers (telephone, e-mail, etc.): [REDACTED]		
Status of Person(s) Interviewed (title, position, student status, etc.): grad student TA		
Requested Assistance Pertaining To (name, position, policy, project, etc.) Professor [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☒ Administrator ☐ Faculty ☐ TA ☒ Staff ☐ Student ☒
 Respondent (if app.): Male ☒ Female ☐ Administrator ☐ Faculty ☒ Staff ☐ Student ☐

Complaint Category: *(Please check at least one)*

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input checked="" type="checkbox"/> Disability	<input type="checkbox"/> Employment
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input type="checkbox"/> Sex/Gender	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Veteran Status	

Time Line		
Date	Item	Comments
	Calls from [REDACTED] about student TA	Tells LKL – Sent email to student offering English 101 for fall, based on feedback from several faculty, want to rescind that, wants guidance.
	Sue talks to [REDACTED]	
	[REDACTED] emails to say that [REDACTED] is now point of contact	
6/21	Sue and [REDACTED] talked while Sue at workshop	
6/23 sat	Sue called [REDACTED]	
6/24 (sun)	Mara called Sue	

6/24	█████ emailed Sue letter from █████ her response letter	
6/24	Sue called █████ █████	
6/25	t/c with Sue	
	Sue talked to David B.	
6/26	Intake w █████	
6/27	Call from Kim THiessen	█████ went to see her after her mtg with EOO, said no more mtg with prof re academic grievance b/c grievance is on hold and EOO is handling.
6/28	LE talked to Sherry Mallory	Academic grievance process goes on hold when EOO concern, academic affairs holder of this policy/procedure
7/2	Mtg David Brunnemer, █████, LE	
7/3	Call █████	Set up mtg with █████ at 1 pm for thurs
7/11		O/C David Brunnemer. . O/C █████.
7/11		t/c with █████
7/17	LE t/c to █████	Work with DRS on counseling, training (David), accommodations, co-pay inquiry (David) Work with English (Marc) on internship or 101 Evaluation- █████ will draft new, will take a few weeks, likely meet when Sue is back Apology/meeting with █████, █████ – █████ think about, consider for when Sue is back Univ showing good faith to resolve, remedy
7/18	LE t/c to David B.	Mtg with ENg, Kim and █████ Fri, 1:30 re accommodations and then internship/ 101...should he attend? █████ can't make co-pays for counseling...other resources for her? Can Kim explore options with her?
7/18	LE t/c to █████	Pls draft evaluation letter for █████, then bring to EOO and then discuss presentation of letter to █████ (mtg-who attend?) █████ will do by 7/27, end of summer session
7/26	t/c message from █████	"She says 'thank you'"

8/6	t/c from [REDACTED]	<p>Just wanted to touch base, did get 101, only questions did have meeting with David forgot to ask about counseling, she will do that, thank you</p> <p>Was a plan for mediated meeting for [REDACTED] and [REDACTED]? Think it is absolutely necessary, left with impression that he would provide an apology, [REDACTED] is available, emotional resolution, interpersonal aspect, and would like to see copy of final evaluation and maybe discuss it with him, want acknowledgment from him that he is genuinely sorry.</p> <p>LE will talk with Sue and see if [REDACTED] can talk to [REDACTED] and reconvene for evaluation and apology sometime this month.</p> <p>Mark is out this week.</p>
		Calls/emails regarding setting up meeting
9/12/12	Conference Marc, [REDACTED], Sue	Apology on behalf of [REDACTED], dept. Marc went over new evaluation letter. [REDACTED] reported David is coordinating with her counselor. Left feeling positive.
10/5/12	Mtg, Sue, [REDACTED]	<p>Last Step in Closure on Spring Issues that [REDACTED] brought to us; to move forward in a positive fashion and to make sure that when see each other both feeling comfortable.</p> <p>Happy to resolve at informal level, allows parties to feel safe. David Brunnemer may meet with English dept to talk about neurodiversity.</p>

Resolution of Complaint Process:

- ☐ Resolved to Complainants Satisfaction [R]
☐ Transitioned to Formal Complaint [F]

- ☐ Unresolved [U]
☐ Referred to another University Office [REF]